



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **SENIOR ASSISTANT HEALTH SERVICES COORDINATOR**
(Provisional* Appointment)

SALARY: \$38,205 - \$48,864 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a professional position, in the Department of Public Health, responsible for developing, promoting and monitoring the service delivery system of the Early Intervention Program (EIP) for children and their families. Work involves developing local policies and procedures to ensure compliance with Federal, State and local regulations, identifying gaps in service and recommending resolutions. Work further involves staff development activities in the form of in-service training and monitoring. This position differs from the Assistant Health Services Coordinator in its supervisory responsibility and increased administrative and fiscal responsibilities. The employee reports directly to and works under the general supervision of a senior level staff member. General supervision is exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, Social Work, Psychology, Health Science, Early Childhood Education or Special Education, plus three (3) years paid full-time or its part-time equivalent experience working with developmentally delayed infants and/or toddlers (birth to 3 years) and their families, including direct service provision**; OR,
- (B) Graduation from a regionally accredited college or university with a Master's degree in Nursing, Social Work, Psychology, Health Science Early Childhood Education or Special Education, plus one (1) year of experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**for the purpose of these minimum qualifications, direct service provision is defined as face to face contact with families and children in their homes as opposed to an office environment.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B
ROCHESTER, NY 14620

Posting Date: February 19, 2015

Posting Deadline: March 5, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.